TITLE: Deputy II (Full Time Position)  
DEPARTMENT: Register of Deeds  

GENERAL SUMMARY:  
This position assists the Register of Deeds in recording documents, indexing, filing, data entering and scanning. The Deputy II must be knowledgeable of the statutes that govern the recording of property records, maps, plats, vital statistic records, military records and other writings authorized by law to be recorded. This work must be performed effectively and is in compliance with Wisconsin State Statutes. The position must receive the public in a friendly and professional manner and maintain confidentiality when necessary.  

REPORTING RELATIONSHIPS:  
Reports to the Register of Deeds and assumes the duties, responsibilities and manages the office in the absence of the Register of Deeds.  

ESSENTIAL FUNCTIONS OF THE JOB:  
1. Computer data entry, recording and cash receipting of all documents.  
2. Scanning documents, vital records, maps and other instruments recorded in our office.  
4. Perform a variety of tasks, regarding real estate records; indexing and locating legal descriptions in our tract index, maps and computer etc.  
5. Help with the daily and monthly balancing of accounts and reports.  
6. Records, maintains, and issues certified copies of all records, including military records.  
7. Assists customers with Genealogy regarding the tracking of family history.  
8. Communicate with the public both on the phone an over-the-counter in a courteous an efficient manner.  

QUALIFICATIONS:  
1. High School Graduate with experience in business and public administration and/or experience and training that would provide the following knowledge, skills and abilities in real estate or related fields and legal records management.  
2. Knowledge of legal descriptions and state statues relating to real estate.  
3. Computer experience and capability to operate computer equipment and software is essential.  
4. Ability to interpret, explain and apply policies, regulations, laws and procedures in recording documents.  
5. Must be able to effectively communicate with public both orally and in writing and occasionally operate in stressful situations.  
6. Necessary bookkeeping skills to maintain accounts and fees using spreadsheet software (e.g. Microsoft office).  
7. Discretion and integrity to process office information in a confidential and professional manner.
8. Direct and supervise in the absence of the Register of Deeds.
9. Regular and punctual attendance is required.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:
1. Over 50% of the time is spend sitting, using vision with low handling of materials, medium fingerling for typing and data entry.
2. Approximately 50% of the time is spent talking and hearing.
3. Approximately 25% of the time is spent standing or walking.
4. Approximately 25% of the time is spent performing medium lifting (20-40 pounds), carrying, pushing or pulling.
5. In unusual situations lifting heavier (than above stated weight) documents.
6. Approximately 10% of the time spent using far vision, stooping, kneeling, climbing, bending and reaching.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:
1. Approximately 99% of the time is spent indoors.

EQUIPMENT TO PERFORM ESSENTIAL FUNCTIONS
1. Computers, copiers an scanners.
2. Basic office equipment telephones, copy machines, fax machines calculators, typewriters and other equipment needed to perform job duties.

MARGINAL FUNCTIONS:
1. Other duties as assigned by the Register of Deeds

WAGES:
1.

THIS JOB DESCRIPTION HAS BEEN PREPARED TO ASSIST IN DEFINING JOB RESPONSIBILITIES PHYSICAL DEMANDS WORKING CONDITIONS AND SKILLS NEEDED. IT IS NOT INTENDED TO BE A COMPLETE LIST OF JOB DUTIES, RESPONSIBILITIES AND/OR ESSENTIAL FUNCTIONS. THIS DESCRIPTION IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT OR CONTROL THE WORK OF EMPLOYEES UNDER SUPERVISION. THE COUNTY RETAINS AND RESERVES ANY OR ALL RIGHTS TO CHANGE, MODIFY, AMEND, ADD TO OR DELETE FROM ANY SECTION OF THE DOCUMENT AS IT DEEMS, IN IT JUDGMENT TO BE PROPER.

(Revised 11/2012)